DIGIMERGE

Right for Business

DH230/DH250 Series

Digital Video Surveillance Recorders

QUICK SETUP GUIDE

PACKAGE CONTENTS:

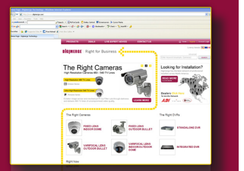
- DIGITAL VIDEO RECORDER WITH PRE-INSTALLED HDD*
- POWER CORD
- REMOTE CONTROL
- USER MANUAL
- QUICK START GUIDE
- SOFTWARE CD
- OCTOPUS CABLE CAMERA OUT (included only with DH230 Series 16 Channel DVR)
- 9-PIN TO RCA AUDIO CABLE (included only with DH250 Series DVRs)

ATTENTION:

- This guide refers only to the DVR set-up.
- DVR Model, Number of Channels/ Port configuration/ included additional cables and HDD (hard disk drive) capacity may vary by model. Check your package for specific content information.
- USB Mouse, Monitor and Cameras are not included.
- Broadband Router and Computer are required for local and remote monitoring (not included).

www.digimerge.com

Toll free tech support available after completing product registration. For more information on this product, firmware updates, warranty and accessory products, please visit:



www.digimerge.com

*** For setup of Instant Mobile Viewing refer to your User Manual.**

Information in this document is subject to change without notice. As our products are subject to continuous improvement, Digimerge Technology Inc. reserve the right to modify product design, specifications and prices, without notice and without incurring any obligation. E&OE © 2011 Digimerge. All rights reserved.

STEP 1

BASIC INSTALLATION GUIDE
Time: 20 Minutes | Hand Tools | Skills - Easy

Basic Setup

Connecting Cameras (not included)

1 Connect BNC cameras to the BNC ports (Video Input) on the rear panel.

NOTE: Test the cameras prior to selecting a permanent mounting location by temporarily connecting the Cameras and Cables to your DVR.

Octopus cable CAMERA OUT (16-channel only)

Connecting the USB Mouse (not included)

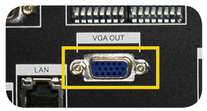
2 Connect the USB mouse to the USB port on the rear panel.

MOUSE TIPS

When using the mouse, the **ENTER** and **EXIT** buttons appear in the top-right corner of every menu window. When you change system settings and configurations, click ↵ to confirm your changes.

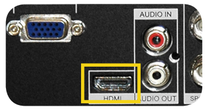
Connecting a Monitor (not included)

3a Connect the VGA cable (not included) from your LCD monitor to the VGA port on the rear panel of the DVR.



OR

3b Connect a HDMI cable (not included) to the HDMI port on the rear panel of the DVR and to a HDMI monitor.



OR

3c From one of the VIDEO OUTPUT ports connect a BNC terminated cable (not included) to a TV or a CCTV monitor.

STEP 1 (Continued)

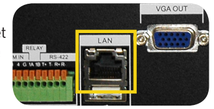
BASIC INSTALLATION GUIDE
Time: 20 Minutes | Hand Tools | Skills - Easy

Basic Setup

Connecting the Ethernet Cable

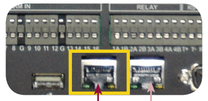
4 DH230 Series DVR

Connect one end of the Ethernet cable (not included) (for remote monitoring) to an available LAN port of your router (not included) and the other end to the DVR's Network Port.



DH250 Series DVR

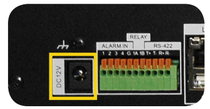
Connect to either **LAN1 or LAN2 port.**



Powering ON the DVR

5 DH230 Series DVR

Connect the power cable to the DC 12V port on the rear panel and the power cord into an electrical outlet. Touch the **POWER** button on the front panel OR press the **POWER** button on the remote control. At startup, the system performs a basic system check and runs an initial loading sequence. After a few moments, the system loads a live display view.



NOTE: You will need to input your system password (by default, 000000) to power off the system.

DH250 Series DVR

Connect one end of the power cord to the AC IN port on the rear panel and the other end into an electrical outlet.

To POWER ON:

1. Press the **POWER** button on the front panel or remote control.

To POWER OFF:

1. Press the **Stop** button (■) to halt system recording.
2. Enter your system password.
3. Press the **POWER** button on the front panel or remote control.
4. Enter your system password to shut down the system.

NOTE: You will need to input your system password (by default, 000000) to power off the system.

Managing Passwords

6 NOTE: The default system password is 000000

The default system password is 000000. However, you do not have to enter a password upon initial startup. You can configure the system password through the **Main Menu→System→Account.** For more details, please refer to the user's manual.

STEP 1 (Continued)

BASIC INSTALLATION GUIDE
Time: 20 Minutes | Hand Tools | Skills - Easy

Basic Setup

Setting the Date & Time

7 1. Stop recording on the system by pressing ■ on the front panel, or press the ■ button on the remote control and enter your 6-digit system password (by default, 000000).

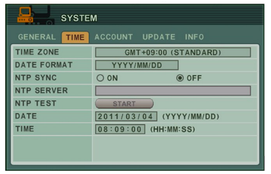
NOTE: If using the mouse, right-click and then click ■ on the Virtual Remote.

2. Press the **MENU** button to open the system menu. Select **SYSTEM** and press the **ENTER** button. The System menu opens.
3. Select the **TIME tab**.
4. Select **DATE** and enter the date (yyyy/mm/dd).
5. Select **TIME** and enter the time (hh/mm/ss).

NOTE: If using the mouse, use the Virtual Keyboard to enter the date and time.

6. Click **ENTER** to save your changes.
7. Press the Cancel button on the front panel, or press the ESC button on the virtual remote to exit to the Live viewing window.
8. Press ◀◀/● on the front panel, or press the ● button on the remote control to resume Continuous Recording.

NOTE: It is highly recommended to set the time on the system prior to doing any recording. All recording must be stopped on the system in order to set the time.



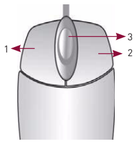
Using the Remote Control

8 For details, refer to the User Manual.

NOTE: You can use the channel buttons on the remote control to enter numbers, letters, and other characters.

Using a Mouse (not included)

9 1. **Left-Button:** While in a split-screen display mode, double-click an individual channel to view it in full-screen; double-click again to return to the split-screen display mode. While navigating menus, click to select a menu option; double-click to open the next menu.
2. **Right-Button:** Right-click anywhere on the screen to open the Virtual Remote; double-click anywhere on the screen to return to the previous menu.
3. **Scroll-Wheel:** Move the scroll wheel up or down to increase/decrease the value of a selected menu option.



STEP 2

BASIC INSTALLATION GUIDE
Time: 20 Minutes | Skills - Easy

Navigation & Controls

Using the Main Menu

1 Press the **MENU** button on the front panel or the remote control

1. DISPLAY
2. CAMERA
3. RECORD
4. SCHEDULE
5. DISK
6. NETWORK
7. DEVICE
8. SYSTEM

Front Panel Tips and Tricks

3 DH230 Series DVR

If using the Touch panel, you will often use the following buttons when controlling the system:

- ▶II: Menus: move cursor up; Playback: pause playback; Live viewing: show/hide OSD; clear channel icons
- ☰ / ■: Menus: move cursor down; Playback: stop playback; Live viewing: open Log menu
- ◀◀ / ●: Menus: move cursor left; Playback: increase reverse playback speed; Live viewing: open the log in window.
- ▶▌ / ▶▶: Menus: move cursor right; Playback: increase forward playback speed; Live viewing: start/stop scheduled recording
- Press the **MENU button** to open the main menu **AND** and close windows/exit.

NOTE: This manual refers to the **CANCEL/ESC** button on the remote control for closing/exiting menu windows. If using the front panel, press **MENU/ESC** to close/exit menu windows.

- Press the + button to increase values for selected menu options
- Press the − button to decrease values for selected menu options
- Press the ENTER button to enter/confirm.

DH250 Series DVR

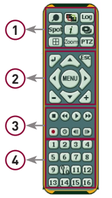
Using the Shuttle Wheel: During playback, twist the shuttle wheel clockwise to increase the playback speed. The further you turn the shuttle wheel, the faster the system fast forwards. Release the shuttle wheel to pause playback.The same applies when twisting the shuttle wheel counter-clockwise, except the video plays backwards (reverse playback).

Using the Jog Ring: The Jog Ring allows you to play video frame-by-frame (advance frame) during playback. To use the Jog Ring, pause the video, then turn the shuttle wheel forward or backward to play video frame-by-frame.

Using the Virtual Remote

4 Right-click anywhere on the screen to open the Virtual Remote. The Virtual Remote gives you quick acces to many of the system's features using only a USB mouse (included).

1. Quick Function Keys
2. Navigation/Menu
3. Playback controls
4. Channel Buttons



Using the Virtual Keyboard

5 When configuring certain options, such as Camera Title, the Virtual Keyboard opens to make mouse input easier.

Congratulations! You have completed STEP 1 & 2 successfully. Your DVR is now ready to use. Refer to the User's Manual to learn how to record, playback and use all other features available with this DVR.

STEP 3

LOCAL VIEWING INSTALLATION GUIDE

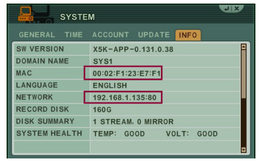
Time: 30 Minutes | Hardware PC/Router | Skills - Intermediate

Setup Local Viewing on your PC

This step relates to remote viewing over the LAN (local area network) by using a PC located on the same network as that of the DVR.

Retrieve the DVR Information

1 To record your IP & MAC Addresses, press the **INFO** button on the remote control (enter password if required) or
1. Open the **MAIN MENU** and select **SYSTEM**.
2. Under the **INFO** tab, you will find your system's IP address.



Record the information in the section below:

IP ADDRESS: _____.____.____.____

MAC ADDRESS: ____:____:____:____:____:____

PORT: 80

(Required for DDNS registration)

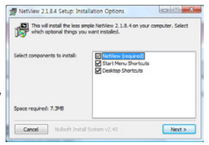
Install Software (LOCALLY):

2 Insert the software CD into your computer's CD/DVD-R drive. At the prompt, run or double-click **CMS-DH.exe setup file**

CMS-DH Central Management Software (LOCALLY):

3 Follow the installation screen to complete **CMS-DH** Software installation.

CMS-DH is a central management software that allows you to view and manage up to three hundred DH230/ DH250 series DVRs.



NOTE: You may receive installation warnings. This is normal. Accept the security warnings to continue.

4 Click **Yes** to restart the computer when prompted. A shortcut icon appears on your desktop.

STEP 3 (Continued)

LOCAL VIEWING INSTALLATION GUIDE

Time: 30 Minutes | Hardware PC/Router | Skills - Intermediate

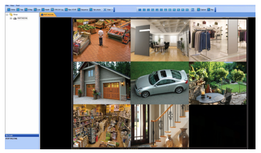
Setup Local Viewing on your PC

Run CMS-DH Software (LOCALLY):

NOTE: Make sure you have connected the DVR to your network and have the DHCP turned ON.

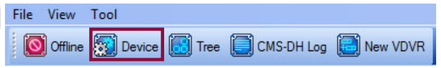
5 1. Double-click the **CMS-DH** icon on the desktop.

The **CMS-DH** main screen opens.

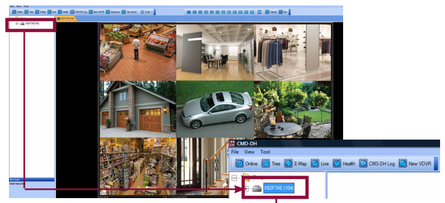


Live Viewing using CMS-DH Software (LOCALLY):

6



To add a DVR to CMS-DH:
1. Click **Device**.
2. Click **Scan** to locate connected DVRs on the network.
3. Click on the DVR you wish to add to CMS-DH, and then click **Apply→OK.**
   • The DVR appears on the left panel.
4. Click on the DVR you want to connect, and click the **Offline** button.
5. Double-click the name of the DVR to connect to the system.



LOCAL LIVE SITE

Double-click to connect to DVR

NOTE: To add another DVR from the network, you must click the Online button to disconnect the DVR. Then repeat steps 1-5 to add the new DVR.

NOTE: If you have changed the default password of the DVR, you must select the DVR from the list, then manually re-enter the new password in the Password field, and then click Apply and then OK.

Congratulations! You have completed Step 3 successfully. You can now view, playback video on your Local Computer via LAN (local area network).

STEP 4

REMOTE VIEWING INSTALLATION GUIDE

Time: 60 Minutes | Hardware PC/Router | Skills - Advanced

Setup Internet Remote Security Monitoring

Port Forward your Router (manually):

1 Port forward your router first before proceeding with the set-up. You must forward Port: 80

All routers are different. To port forward your router, please refer to your router's user manual.

An example of a port forwarding screen is shown for illustration purposes.

Port: **80**

EXAMPLE

Port Range

Application	Start		End	Protocol	IP Address	Enable
Web	80	to	80	Both	192.168.1. 12	☑

DDNS (Dynamic Domain Name System) Set-up:

2 Open your web browser (Internet Explorer by default) and enter http://ddns.digimerge.net in the address bar.

http://ddns.digimerge.net

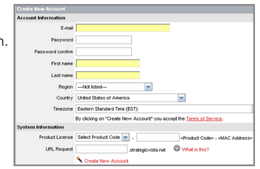
Create Account:

3

Click the **"Create Account"** button.

Complete New Account Information

4
1. Complete the **Account Information** fields with your personal information. Complete the Warranty Information with your purchase details.
2. Complete the System Information fields.
3. **Product License (Code)**: Select your product model from the Product License drop down menu. (e.g. DH200 Series)
4. **MAC Address**: The physical address of your system on your network.
5. **URL Request**: Enter a unique URL name (e.g. **tomsmith**). **NOTE:** URL name should not be more than 15 characters.
6. Click **Create New Account** to create a new account and save your settings.
7. **Your Account** information will be sent to you at the email address you provided earlier.



STEP 4 (Continued)

REMOTE VIEWING INSTALLATION GUIDE

Time: 60 Minutes | Hardware PC/Router | Skills - Advanced

Setup Internet Remote Security Monitoring

Registration Email:

5 An automated **REGISTRATION CONFIRMATION EMAIL** will be sent to your email. Print and Save this confirmation. You will need this information to access your System remotely.

Service Provider: dns1.digimergeddns.net
Domain Name: tomsmith.digimergeddns.net
User ID: tomsmith
Password: (your password)

EXAMPLE

Enter DDNS Set-up on your DVR:

6

ATTENTION: You MUST enter your DDNS information LOCALLY before attempting remote access.

1. Open the **MAIN MENU** and click **NETWORK**.
2. Select the **DDNS** tab.
3. Under **USE**, select **DIGIMERGE**.
4. Under **DOMAIN NAME**, enter only the **first portion of your DDNS** domain from the confirmation email. For example, if your domain name is "tomsmith.digimerge.net", you only need to enter "tomsmith" in the text field.
5. Under **USER ID**, enter your **Digimerge DDNS user name**.
6. Under **PASSWORD**, enter your **Digimerge DDNS password**.

NOTE: Obtain your Digimerge DDNS user name and password from the confirmation email.

7. Under **UPDATE TEST**, select **START**. You should receive a **"GOOD"** message. If there is an error, check your network connections; check that you have entered the correct domain name, user ID, and password.
8. Click **ENTER** to save your settings. Press **MENU/ESC** to close remaining windows.

Install Software (on your remote computer):

7 Insert the software CD into your computer's CD/DVD-R drive. At the prompt, run or double-click **CMS-DH.exe setup file**

Refer to Step 3, Section 3 - 5 for software installation.

STEP 4 (Continued)

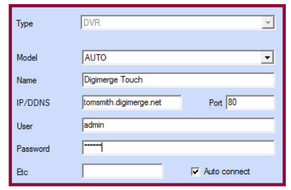
REMOTE VIEWING INSTALLATION GUIDE

Time: 60 Minutes | Hardware PC/Router | Skills - Advanced

Setup Internet Remote Security Monitoring

Adding a DVR using a DDNS Address:

8 **ATTENTION:** You MUST enter your DDNS information LOCALLY before attempting remote access. DVR should be disconnected from CMS-DH Software.



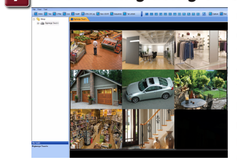
1. Click **Device**
2. In the Device manager window, click **Add**
3. Beside the Type drop-down menu, select **DVR**
4. Enter the following into the blank fields:
   • **Name:** Enter the DVR name of your choice.
   • **IP/DDNS:** Enter the **DVR's DDNS** address (for example tomsmith.digimerge.net)
   • **Port:** Enter the DVR's port number (by default, port **80**)
   • **User:** Enter the DVR's user name (by default, **admin**)
   • **Password:** Enter the DVR's password (by default, **000000**)

NOTE: Obtain your Digimerge DDNS user name and password from the confirmation email.

5. Click **Apply→Ok.**
6. Click the **Offline** button to connect to the DVR. Double-click the DVR icon to begin viewing.

Live Viewing using CMS-DH Software (REMOTELY):

9



REMOTE LIVE SITE

Once you have added the DVR, you can add multiple DVRs and view them in the tab. To switch DVR, click on the tabs near the top of the window.

For Instant Mobile Connectivity using a Smart Phone, refer to the User's Manual. Make sure to complete Port Forwarding Step 4.

Click the tab to switch DVR

Congratulations! You have completed Step 4 successfully. You can now connect over the internet to view and playback video.